

2020-2021 Powers Lake Public School Distance Learning Plan

Pandemic – Epidemic Job Roles

No public access to the building. Staff will practice social distancing when in the building. Staff time has been limited to three hours per day and we are utilizing the zoom conferencing tool whenever possible.

If stricter guidelines are mandated, then we will move to all staff working from home.

Custodial staff will clean and disinfect trafficked areas daily.

Communication Plan

Our school uses the following means of communication:

- **Parental letters**
- **Instant Alert messaging (text and voice)**
- **Facebook**
- **Email**
- **Zoom Conferencing**
- **Microsoft Teams**
- **Seesaw**
- **Phone calls**
- **Front office staff in our building to answer phones**

Our administration meets daily and passes new information on to school board, staff, students and parents through one or more of the above systems.

Level of Continuation

Full Continuation: Students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work. Measurable student progress is expected.

Ensuring Student Success through Robust Relationships

Our school will work diligently to provide the best educational environment for students in all grades and subjects. We understand that building relationships with students is a priority and an essential part of learning. In order to foster this atmosphere, our school will use the following methods:

- **K-5 Facebook page**
- **School Facebook page**
- **Scheduled phone calls**
- **Scheduled Zoom meetings for grades K-12**
- **Voice conferencing using Microsoft Teams**
- **Emails**
- **Other creative means not yet discovered**

Health and Safety Considerations

Powers Lake School has reviewed guidelines and protocols from the CDC and the ND Department of Health for cleaning, social distancing, and accommodating both students and staff who are at-risk.

Attendance Procedures

- **Attendance will be monitored through Distance Learning logins or phone check-ins.**
- **Attendance will be monitored through student engagement in asynchronous learning sessions.**
- **Attendance will be monitored through student participation in synchronous learning sessions.**
- **Any combination of the above**

Students demonstrating prolonged absence or disengagement will be reported by the teacher and will:

- **Contact that student's guardian**
 - **Seek input**
 - **Assist them as needed to ensure student participation**
 - **Direct them to tech help if necessary**

After initial teacher contact has been initiated, help from administration may be included in this for prolonged absences or lack of engagement.

Powers Lake Public School is aware of students experiencing homelessness. Resources will be provided as quickly as possible along with working with our local agencies for all of these students. A student will not be marked absent during the time he/she is experiencing homelessness until he/she is able to access the learning like all other students.

Powers Lake will work with community partners and NDDOH to continually evaluate and assess actions in our community.

Ensuring Equitable Services for Students and Families during Closure

Preparing for Distance Learning

The District will utilize computers, iPads, personal devices, paper packets, etc. to deliver lessons to students. The District is preparing delivery through Seesaw, Zoom, telephone check-ins, Edmodo, Microsoft Office apps and Facetime to ensure that students have regular personal contact with their school instructional and support staff.

Staff Development

- 1. The District has prepared staff to engage in Distance Learning through professional development:**
 - Zoom - Mar. 18, 2020**

Our last early out PD was individualized training on the following technology platforms:

- Seesaw - Feb. 26, 2020**
 - Edmodo - Feb. 26, 2020**
 - Gimkit, Quizlet and Kahoot - Feb. 26, 2020**
 - Microsoft Teams - Feb. 26, 2020**
- 2. The District will have staff engage in Distance Learning through utilizing the programs they have already been trained in over the past two school years.**
 - 3. Any combination of the above**

Student Development

March 23 – March 27: Students in grades 6-12 will participate in practice Zoom sessions and logging in to Microsoft Office apps/Edmodo. All students will demonstrate an understanding of using the platforms before Distance Learning begins.

March 23 – March 27: Students in grades K-5 received grade level standards based packets that were sent home for students to begin the distance learning process.

April 1-April 8: Students and their parents in grades K-5 will participate in practice Zoom sessions and logging in to Seesaw. A letter will be sent home regarding tech integration and apps to be used. Scheduled phone calls to address additional needs will be made.

[Student Access to Devices](#)

The school surveyed students and supplied devices for any student that requested one.

The District partners with Northern Plains Special Education Unit to ensure access that accommodates students with accessibility needs.

[Internet Access](#)

The District surveyed families to determine the number of households who need internet access and worked with NCC to ensure access.

If nothing else works, the District will work with the family to ensure continued learning through other means.

[Access to All Classes/Courses](#)

The District utilizes the following curriculum and has ensured that all distance learning instruction, resources, and supplemental materials are aligned to ND Standards:

- **7-12 Math Big Ideas**
- **K, 3-6 Math Sadlier Oxford**
- **1-2 Math ETA Hand to Mind**

- **6-12 ELA Pearson Realize**

- **4-5 ELA Treasures McGraw-Hill**
- **K-3 ELA Fountas and Pinnell Classroom**

- **3-12 Social Studies TCI**
- **4, 8 Social Studies North Dakota State Curriculum**
- **K-2 Social Studies Scholastic Weekly Reader**

- **6-12 Science Glencoe**
- **K-5 Science Scott Foresman**

Elementary

The Elementary will use Zoom video conference for group lessons and community builders. Seesaw, IXL and other appropriate online platforms* will be utilized for asynchronous learning. Teachers may upload learning videos and activities to support their curricula and the standards.

Middle School

The Middle School will use Zoom video conference for group lessons and community builders. Edmodo, Microsoft Office apps, IXL and other appropriate online platforms* will be utilized for asynchronous learning. Teachers may upload learning videos and activities to support their curricula and the standards.

High School

The High School will use Zoom video conference for group lessons and community builders. Edmodo, Microsoft Office apps, IXL and other appropriate online platforms* will be utilized for asynchronous learning. Teachers may upload learning videos and activities to support their curricula and the standards.
***See Assessment Tools, Online Learning Platforms.**

CTE/Science/Lab

All High School Agriculture and Technology Classes are taught by CTE certified staff. Our Counselor is also CTE certified. These teachers will continue to use their curriculum in the distance learning format. Online science labs will be available for participation to students.

Services Assurances to Students with Needs

At-Risk

At-Risk students are defined as students who receive Title I services during the school year. Powers Lake Public School is a Targeted Title I School. All at-risk students will be contacted by their Title I teacher to support the classroom teacher. They will also be assisting parents in supporting their students while at home through parenting tips and online resources. The Title I teacher will track student progress from their teacher account.

Powers Lake School will meet all Federal Title requirements including Title teachers will confer regularly with all other teachers to meet student needs

Special Education and 504

Students ages 3-21 receiving special services through an IEP or a 504 plan are unique and require special services in the event of a closure. From a Supplemental Fact Sheet Addressing the Risk of COVID-19 in Schools developed by the US Department of Education, “the Department encourages parents, educators, and administrators to collaborate creatively to continue to meet the needs of students with disabilities. Consider practices such as distance instruction, tele-therapy and tele-intervention, meetings held on digital platforms, online options for data tracking, and documentation. In addition, there are low-tech strategies that can provide for an exchange of curriculum-based resources, instructional packets, projects, and written assignments.”

Communications and Plans

Powers Lake School District will work in conjunction with Northern Plains Special Education Unit to ensure our special education case managers and service providers are meeting (virtually or by phone) to collaborate with parents/guardians on a contingency learning plan for their child. The parents/guardians, case managers, and service providers will collaborate on each IEP goal and determine how best to meet these goals through distance learning. Teams will take into consideration the student’s preferred learning method, ability for independent work, access to adult support, adaptations/accommodations, assistive technology needs, how progress will be monitored, and where services will take place. Ongoing communication with families throughout the closure will also be delineated.

Documentation of the contingency learning plans will be completed and shared with parents on a Prior Written Notice of Special Education Action. These forms

will be sent digitally or by mail, if requested, to each family. Further changes to services can be discussed and documented as needed. Learning plans will consider both synchronous online learning (e.g. chat, streaming, video, instant message, web conferencing) or asynchronous online learning with capability for remote communication and assessment (e.g. email or learning management systems that deliver, track and manage classes or projects).

Distance learning for special needs students may include virtual learning, web-based sites, online services and telephone contacts. Contingency learning plans could also utilize textbooks, workbooks, worksheets, documents made available on technology devices, online resources and other Internet content.

Case managers will be available through virtual meeting hours to be established by each case manager. During this time, case managers will be accessible to support families and students. This may be done through telephone, teleconference or any online platform. IEP meetings will be scheduled through virtual methods as needed. Progress reports will be provided to parents to assist in determining progress with IEP goals.

It may be necessary to adjust special education and related services, such as physical therapy, occupational therapy, and speech services, while students are receiving distance/virtual learning. Any changes to services will be reflected in the child's individualized contingency learning plan. The ability to provide related services will be determined based on school closures, risk assessments, and student needs.

While the contingency learning plan is utilized during school closures, the student's IEP will remain in place and services defined in that document will be resumed once students return to school.

Notice to Change without an IEP Meeting

Following guidance from Northern Plains Special Education Unit, our case managers will be in contact with each IEP student's guardian to plan for services and accommodations. Plans should be made for continuation of services within a "Services Online" model to be prepared.

Services online will include contingency plans for each student agreed upon by parents and case managers. Students will receive direct services via online learning platforms including but not limited to Microsoft Office apps, Zoom, Edmodo and Seesaw. This will be dependent upon the least restrictive

environment for each child. Accommodations will be provided according to each individual situation.

OT and Speech services will be provided using weekly distance learning packets and video conferencing on a case by case basis.

The district has no students receiving PT services at this time. The district will seek guidance through Northern Plains Special Education Unit if the need arises.

Hosting an IEP Meeting

The IEP team will review and complete necessary planning for each student with an IEP. Meeting the accessibility concerns of participants, IEP meetings may be conducted virtually.

Services at School

The District shall provide services to students based on the needs outlined in each child's IEP. Educational services and accommodations decisions shall comply with guidance from the DOE and NDDPI. These may include:

- **Online learning through Edmodo, Microsoft Office apps, Seesaw, Zoom, Quizlet and IXL**
- **Additional supports provided remotely via phone and email**

Services provided through Distance Learning

Distance Learning provisions will be offered considering all above preparations.

English Language Learners

The school district currently has no students receiving ELL services.

School Counseling

Powers Lake Public School will continue to provide school guidance counseling lessons. Counselors will reach out to students on their caseload as well as provide services to others who are in need. School level and/or grade level instructional materials and activities will be created and accessed online. Counselors will provide counseling courses and/or small group/individual sessions through synchronous and asynchronous platforms. At the high school level, our counselor will assist students with scheduling courses, online classes, advise students on college/career opportunities, and promote scholarship opportunities.

Private local mental health clinicians are continuing to work with students on their caseload using telehealth and other similar resources.

High-Quality, Effective, Standards-Based Education

During a closure it is our intent to deliver high-quality, grade-level appropriate learning opportunities through our viable curriculum that aligns with North Dakota Standards. Teachers will prioritize and identify standards to ensure students have the necessary skills to advance to the next grade. Powers Lake Public School has used a PLC structure to evaluate and monitor the effectiveness of our instruction, resources, and supplemental materials.

At the Elementary Level (K-5)

Work will be developed based on North Dakota State Standards that need to be reviewed, as well as those that still need to be introduced.

Teacher Office Hours:

- **All teachers will be available through email, and in some cases via video conferencing, from 9:00-3:00 each day.**
- **Teachers will also be required to check their email, and other communication platforms, multiple times throughout the day to accommodate families who may not be available during “office hours.”**

Goals

- **Learning will be centered around standards that have not yet been covered, as well as concepts that may need to be reviewed in order to help students be prepared for the next school year.**
- **Students will be required to complete work in a timely manner to allow teachers the opportunity to address areas of concern.**

Responsibilities

Teachers:

- **Provide content that covers North Dakota State Standards through meaningful activities.**

- **Communicate with parents as needed in order to ensure students are able to complete their work, access necessary materials, and to discuss concerns.**
- **Provide a schedule for parents to follow that includes daily work, as well as weekly pacing, if necessary.**
- **Provide meaningful feedback to students to promote their learning and address areas of concern.**
- **Provide instructional videos that are age-appropriate.**
- **Report concerns to the building principal in a timely manner.**

Students:

- **Create daily routines for learning experiences: Students will be provided activities and lessons that are engaging and age-appropriate.**
- **Complete assignments in a timely manner.**
- **Communicate (age-appropriate) with teachers about concerns or areas of confusion in a timely manner.**
- **Communicate with parents about concerns, or confusion.**
- **Students will comply with school internet safety policies**

Parents:

- **Establish routines and expectations with your student.**
- **Dedicate a space in the home for learning.**
- **Help monitor progress of students to ensure compliance with established expectations.**
- **Help facilitate learning for each child.**
- **Communicate in a timely manner with teachers regarding classroom concerns, questions about material, or technology questions.**
- **Encourage physical activity.**
- **Monitor the amount of time students are spending online.**

Attendance:

- **Completed assignments and check-ins through online learning environments will account for days attended.**
- **Concerns regarding attendance will be addressed in a timely manner in order to help ensure all students have access to materials and understand expectations.**

Grading:

- **Teachers will monitor activities for completion and understanding.**
- **Timely feedback will be given for any work that is not completed correctly,**

or partially.

- **Students will have the ability to correct work as needed to promote mastery.**
- **Teachers will report end of year progress in PowerSchool.**

At the Middle School /High School Level (6-12)

Powers Lake High School will use Edmodo for course management in all of our 6-12 classes.

- **Teachers will post assignments on Edmodo.**
- **Teachers will formulate weekly plans for each class to be distributed digitally.**
- **Teachers will create lessons that are both asynchronous and synchronous. We are using this type of delivery because we know all students may not be able to attend the time the virtual classes are meeting. Lessons and videos will be recorded and students will have a set time to complete the assignment.**
- **Teachers are basing all instruction off of North Dakota State Standards.**
- **All students will have equitable access to the content which will be OCR compliant.**
- **Teachers will be using a variety of communication tools to reach students and parents such as: Zoom, Edmodo, Microsoft Office apps, student and parent emails, and other platforms they feel are appropriate.**

Teacher Roles and Responsibilities:

- **All teachers will be provided prep and collaboration (virtual) time in the afternoon**
- **All teachers will have regular office hours when they are accessible to students and parents 9am-12pm Tuesday-Friday.**
- **All teachers will check their email frequently throughout the school day (8:00 am - 1:00 pm)**

Student Roles and Responsibilities:

- **Students will establish routines to successfully engage in learning**
- **Students will regularly access and monitor their online/distance learning**
- **Students will communicate with teachers if they need additional support**
- **Students will comply with school internet safety policies**

Parent Roles and Responsibilities:

- Parents will establish routines and expectations at home
- Parents will assist with creating an effective learning space
- Parents will communicate with the teachers
- Parents will take an active role in assisting their child with learning
- Parents should encourage students to exercise or get some physical activity everyday

Attendance:

- Student attendance will be recorded by completion of the activity or assessment. Each student will have set times to complete the learning activity or assessment.

Grading:

- Teachers will continue to use PowerSchool
- Grading for S2 during distance learning will continue to be based on the current district grading scale.

Provisions for instructional support**Assessments****Teachers will use the following for assessments**

1. **Electronic/delivery of assignments**
 - Quizzes (turned in via email or Edmodo)
 - Essays (turned in via email or Edmodo)
 - Projects (turned in via email or Edmodo)
 - Daily Practice (turned in via email or Edmodo)
 - Paper copies to be returned at a later date
 - IXL
 - Seesaw
2. **Online Learning Platforms**
 - Seesaw
 - IXL
 - Microsoft Office apps
 - Edmodo
 - TCI
 - Quizlet
 - Gimkit

- Gizmo
- Kahoot
- Pearson Realize
- Online and Audio Books
- iStation
- Khan Academy
- Big Ideas Online
- YouTube
- Zoom
- FaceTime

Grades

The District's grading policy is appropriate for Distance Learning and will be utilized for grading assignments digitally and/or physically.

Academic progress monitoring

1. Teachers will continue to hold staff meetings to monitor student progress.
2. Teachers will utilize online tools to monitor student progress and make adjustments through differentiated instructional formats for students not making progress.
3. Teachers will provide feedback and opportunities for mastery learning to ensure progress.
4. Teachers will scaffold learning through its distance learning platform.
5. Any combination of the above

Student Meals & Feeding

Our school is providing breakfast and lunch for all patrons 1-18 years of age residing in our school district including open enrolled students. We are delivering the meals once per day via our bus drivers traveling specified routes.

Human Resources Processes, Protocols, and Policies

The District has approved an ongoing payment plan with considerations for all certified and non-certified staff.

The District will pay staff in the following manner:

- All certified staff will be paid according to their contract.
- Non-certified staff will be paid by fulfilling expectations of administration.

The District has reviewed its policies relating to staff leave and will monitor other policies that may need to be addressed to ensure operations amidst local health requirements or other state and/or federal requirements.